



# WPDES PERMIT

*STATE OF WISCONSIN*  
*DEPARTMENT OF NATURAL RESOURCES*  
**PERMIT TO DISCHARGE UNDER THE WISCONSIN POLLUTANT DISCHARGE  
ELIMINATION SYSTEM**

**WI Corporation of Seventh Day Adventists**

is permitted, under the authority of Chapter 283, Wisconsin Statutes, to discharge from a facility  
located at  
W8435 County Road E, Oxford, Wisconsin  
to  
**groundwater of the Upper Fox River Basin in Marquette County**

in accordance with the effluent limitations, monitoring requirements and other conditions set  
forth in this permit.

The permittee shall not discharge after the date of expiration. If the permittee wishes to continue to discharge after this expiration date an application shall be filed for reissuance of this permit, according to Chapter NR 200, Wis. Adm. Code, at least 180 days prior to the expiration date given below.

State of Wisconsin Department of Natural Resources  
For the Secretary

By \_\_\_\_\_  
Heidi Schmitt Marquez  
Wastewater Field Supervisor

\_\_\_\_\_  
Date Permit Signed/Issued

**PERMIT TERM: EFFECTIVE DATE - April 01, 2022**

**EXPIRATION DATE - MARCH 31, 2027**

## TABLE OF CONTENTS

<b>1 INFLUENT REQUIREMENTS</b>	<b>1</b>
1.1 SAMPLING POINT(S)	1
1.2 MONITORING REQUIREMENTS	1
1.2.1 <i>Sampling Point 701 – Influent to Lagoon</i>	1
<b>2 LAND TREATMENT REQUIREMENTS</b>	<b>2</b>
2.1 SAMPLING POINT(S)	2
2.2 MONITORING REQUIREMENTS AND LIMITATIONS	2
2.2.1 <i>Sampling Point (Outfall) 001 - Effluent, Absorption Pond (Seepage Cell)</i>	2
<b>3 LAND APPLICATION REQUIREMENTS</b>	<b>4</b>
3.1 SAMPLING POINT(S)	4
3.2 MONITORING REQUIREMENTS AND LIMITATIONS	4
3.2.1 <i>Sampling Point (Outfall) 002 - Lagoon/Pond Sludge</i>	4
<b>4 SCHEDULES</b>	<b>6</b>
4.1 OPERATOR IN CHARGE PROPER CERTIFICATION	6
4.2 LAND TREATMENT MANAGEMENT PLAN	6
<b>5 STANDARD REQUIREMENTS</b>	<b>7</b>
5.1 REPORTING AND MONITORING REQUIREMENTS	7
5.1.1 <i>Monitoring Results</i>	7
5.1.2 <i>Sampling and Testing Procedures</i>	7
5.1.3 <i>Recording of Results</i>	7
5.1.4 <i>Reporting of Monitoring Results</i>	8
5.1.5 <i>Compliance Maintenance Annual Reports</i>	8
5.1.6 <i>Records Retention</i>	8
5.1.7 <i>Other Information</i>	9
5.1.8 <i>Reporting Requirements – Alterations or Additions</i>	9
5.2 SYSTEM OPERATING REQUIREMENTS	9
5.2.1 <i>Noncompliance Reporting</i>	9
5.2.2 <i>Flow Meters</i>	10
5.2.3 <i>Raw Grit and Screenings</i>	10
5.2.4 <i>Sludge Management</i>	10
5.2.5 <i>Prohibited Wastes</i>	10
5.2.6 <i>Bypass</i>	10
5.2.7 <i>Scheduled Bypass</i>	11
5.2.8 <i>Controlled Diversions</i>	11
5.2.9 <i>Proper Operation and Maintenance</i>	11
5.2.10 <i>Operator Certification</i>	11
5.3 SEWAGE COLLECTION SYSTEMS	12
5.3.1 <i>Sanitary Sewage Overflows and Sewage Treatment Facility Overflows</i>	12
5.3.2 <i>Capacity, Management, Operation and Maintenance (CMOM) Program</i>	14
5.3.3 <i>Sewer Cleaning Debris and Materials</i>	14
5.4 LAND TREATMENT (LAND DISPOSAL) REQUIREMENTS	14
5.4.1 <i>Application of NR 140 to Substances Discharged</i>	14
5.4.2 <i>Appropriate Formulas for Land Treatment Calculations – Nitrogen &amp; Chloride</i>	14
5.4.3 <i>Toxic or Hazardous Pollutants</i>	15
5.4.4 <i>Industrial Waste - Pretreatment Requirements</i>	15
5.4.5 <i>Overflow</i>	15
5.4.6 <i>Management Plan Requirements</i>	15
5.5 LAND APPLICATION REQUIREMENTS	15
5.5.1 <i>Sludge Management Program Standards And Requirements Based Upon Federally Promulgated Regulations</i>	15

<i>5.5.2 General Sludge Management Information</i>	<i>15</i>
<i>5.5.3 Sludge Samples</i>	<i>16</i>
<i>5.5.4 Land Application Characteristic Report</i>	<i>16</i>
<i>5.5.5 Calculation of Water Extractable Phosphorus</i>	<i>16</i>
<i>5.5.6 Annual Land Application Report</i>	<i>16</i>
<i>5.5.7 Other Methods of Disposal or Distribution Report</i>	<i>16</i>
<i>5.5.8 Approval to Land Apply</i>	<i>17</i>
<i>5.5.9 Soil Analysis Requirements</i>	<i>17</i>
<i>5.5.10 Land Application Site Evaluation</i>	<i>17</i>
<b>6 SUMMARY OF REPORTS DUE</b>	<b>18</b>

# 1 Influent Requirements

## 1.1 Sampling Point(s)

Sampling Point Designation	
Sampling Point Number	Sampling Point Location, WasteType/Sample Contents and Treatment Description (as applicable)
701	Representative influent samples shall be collected at the lagoon inlet.

## 1.2 Monitoring Requirements

The permittee shall comply with the following monitoring requirements.

### 1.2.1 Sampling Point 701 – Influent to Lagoon

Monitoring Requirements and Limitations					
Parameter	Limit Type	Limit and Units	Sample Frequency	Sample Type	Notes
Flow Rate		MGD	Monthly	Total Monthly	
BOD <sub>5</sub> , Total		mg/L	Monthly	Grab	
Suspended Solids, Total		mg/L	Monthly	Grab	
Nitrogen, Total Kjeldahl		mg/L	Monthly	Grab	
Nitrogen, Ammonia (NH <sub>3</sub> -N) Total		mg/L	Monthly	Grab	
Nitrogen, Nitrite + Nitrate Total		mg/L	Monthly	Grab	

#### 1.2.1.1 Influent Flow Rate

The influent flow rate shall be reported as the total monthly flow to the stabilization lagoon/pond determined from the pump run-time meter at the lift station. If there is no influent flow during a given month a value of zero (0) shall be reported for that month on the Discharge Monitoring Report (DMR) form. On the DMR form the total monthly flow rate shall be reported on the last day of any given month. For example, the total monthly flow for June would be reported on day 30.

## 2 Land Treatment Requirements

### 2.1 Sampling Point(s)

Sampling Point Designation	
Sampling Point Number	Sampling Point Location, Waste Description/Sample Contents and Treatment Description (as applicable)
001	Effluent: Representative samples shall be collected at the storage lagoon prior to the seepage cell. Discharges generally occur during the months of April and May. The permittee shall notify the Department prior to discharging during any other month and shall comply with the monitoring requirements and limitations specified below.

### 2.2 Monitoring Requirements and Limitations

The permittee shall comply with the following monitoring requirements and limitations.

#### 2.2.1 Sampling Point (Outfall) 001 - Effluent, Absorption Pond (Seepage Cell)

Monitoring Requirements and Limitations					
Parameter	Limit Type	Limit and Units	Sample Frequency	Sample Type	Notes
Flow Rate		MGD	Monthly	Total Monthly	
BOD <sub>5</sub> , Total	Monthly Avg	50 mg/L	2/Discharge	Grab	
Suspended Solids, Total		mg/L	2/Discharge	Grab	
pH Field		su	2/Discharge	Grab	
Nitrogen, Total Kjeldahl		mg/L	2/Discharge	Grab	
Nitrogen, Ammonia (NH <sub>3</sub> -N) Total		mg/L	2/Discharge	Grab	
Nitrogen, Nitrite + Nitrate Total		mg/L	2/Discharge	Grab	
Chloride		mg/L	2/Discharge	Grab	
Solids, Total Dissolved		mg/L	2/Discharge	Grab	

**Daily Log – Monitoring Requirements and Limitations**

All discharge and monitoring activity shall be documented on log sheets. Originals of the log sheets shall be kept by the permittee as described under “Records Retention” in the Standard Requirements section, and if requested, made available to the Department.

Parameters	Limit	Units	Sample Frequency	Sample Type
Start to End Time	-	Date, Hour	Daily	Log

**2.2.1.1 Average Annual Design Flow**

The average annual design flow of the permittee’s wastewater treatment facility is 0.100 million gallons per day (MGD).

**2.2.1.2 Effluent Flow Rate**

The effluent flow rate shall be determined as the total daily flow to the seepage cell determined from the effluent weir. If there is no effluent flow on any given day a value of zero (0) shall be reported for that day on the Discharge Monitoring Report form.

### 3 Land Application Requirements

#### 3.1 Sampling Point(s)

The discharge(s) shall be limited to land application of the waste type(s) designated for the listed sampling point(s) on Department approved land spreading sites or by hauling to another facility.

Sampling Point Designation	
Sampling Point Number	Sampling Point Location, WasteType/Sample Contents and Treatment Description (as applicable)
002	Representative liquid sludge samples shall be collected once in 2023 from various locations and depths in the lagoon/pond and composited for analysis per the table below.

#### 3.2 Monitoring Requirements and Limitations

The permittee shall comply with the following monitoring requirements and limitations.

##### 3.2.1 Sampling Point (Outfall) 002 - Lagoon/Pond Sludge

**Sludge Management:** The permittee shall contact the Department prior to recycling/disposing of any sludge. The permittee shall monitor for the following parameters during the second year of the permit, (2023). Analysis shall be submitted by **January 31, 2024**.

Monitoring Requirements and Limitations					
Parameter	Limit Type	Limit and Units	Sample Frequency	Sample Type	Notes
Solids, Total		Percent	Once	Composite	
Arsenic Dry Wt	Ceiling	75 mg/kg	Once	Composite	
Arsenic Dry Wt	High Quality	41 mg/kg	Once	Composite	
Cadmium Dry Wt	Ceiling	85 mg/kg	Once	Composite	
Cadmium Dry Wt	High Quality	39 mg/kg	Once	Composite	
Copper Dry Wt	Ceiling	4,300 mg/kg	Once	Composite	
Copper Dry Wt	High Quality	1,500 mg/kg	Once	Composite	
Lead Dry Wt	Ceiling	840 mg/kg	Once	Composite	
Lead Dry Wt	High Quality	300 mg/kg	Once	Composite	
Mercury Dry Wt	Ceiling	57 mg/kg	Once	Composite	
Mercury Dry Wt	High Quality	17 mg/kg	Once	Composite	
Molybdenum Dry Wt	Ceiling	75 mg/kg	Once	Composite	
Nickel Dry Wt	Ceiling	420 mg/kg	Once	Composite	
Nickel Dry Wt	High Quality	420 mg/kg	Once	Composite	
Selenium Dry Wt	Ceiling	100 mg/kg	Once	Composite	
Selenium Dry Wt	High Quality	100 mg/kg	Once	Composite	
Zinc Dry Wt	Ceiling	7,500 mg/kg	Once	Composite	
Zinc Dry Wt	High Quality	2,800 mg/kg	Once	Composite	





## 4 Schedules

### 4.1 Operator In Charge Proper Certification

Required Action	Due Date
<b>Operator Certificaton &amp; Notify the Department:</b> By the due date, the permittee shall obtain an operator with proper certification for operation of ponds, lagoons, and natural systems. Under Chapter NR 114, Wisconsin Administrative Code, Subclass A4 certification is necessary for this facility. The permittee shall notify the department in writing of the designated operator in charge with the proper certification.	09/30/2022

### 4.2 Land Treatment Management Plan

A management plan is required for the land treatment system.

Required Action	Due Date
<b>Land Treatment Management Plan Submittal:</b> Submit an update to the management plan to optimize the land treatment system performance and demonstrate compliance with ch. NR 206, Wis. Adm. Code. The land treatment system shall be operated in accordance with the approved management plan.	03/31/2025

## 5 Standard Requirements

**NR 205, Wisconsin Administrative Code:** The conditions in ss. NR 205.07(1) and NR 205.07(2), Wis. Adm. Code, are included by reference in this permit. The permittee shall comply with all of these requirements. Some of these requirements are outlined in the Standard Requirements section of this permit. Requirements not specifically outlined in the Standard Requirement section of this permit can be found in ss. NR 205.07(1) and NR 205.07(2).

### 5.1 Reporting and Monitoring Requirements

#### 5.1.1 Monitoring Results

Monitoring results obtained during the previous month shall be summarized and reported on a Department Wastewater Discharge Monitoring Report. The report may require reporting of any or all of the information specified below under 'Recording of Results'. This report is to be returned to the Department no later than the date indicated on the form. A copy of the Wastewater Discharge Monitoring Report Form or an electronic file of the report shall be retained by the permittee.

Monitoring results shall be reported on an electronic discharge monitoring report (eDMR). The eDMR shall be certified electronically by a responsible executive or municipal officer, manager, partner or proprietor as specified in s. 283.37(3), Wis. Stats., or a duly authorized representative of the officer, manager, partner or proprietor that has been delegated signature authority pursuant to s. NR 205.07(1)(g)2, Wis. Adm. Code. The 'eReport Certify' page certifies that the electronic report form is true, accurate and complete.

If the permittee monitors any pollutant more frequently than required by this permit, the results of such monitoring shall be included on the Wastewater Discharge Monitoring Report.

The permittee shall comply with all limits for each parameter regardless of monitoring frequency. For example, monthly, weekly, and/or daily limits shall be met even with monthly monitoring. The permittee may monitor more frequently than required for any parameter.

#### 5.1.2 Sampling and Testing Procedures

Sampling and laboratory testing procedures shall be performed in accordance with Chapters NR 218 and NR 219, Wis. Adm. Code and shall be performed by a laboratory certified or registered in accordance with the requirements of ch. NR 149, Wis. Adm. Code. Groundwater sample collection and analysis shall be performed in accordance with ch. NR 140, Wis. Adm. Code. The analytical methodologies used shall enable the laboratory to quantitate all substances for which monitoring is required at levels below the effluent limitation. If the required level cannot be met by any of the methods available in NR 219, Wis. Adm. Code, then the method with the lowest limit of detection shall be selected. Additional test procedures may be specified in this permit.

#### 5.1.3 Recording of Results

The permittee shall maintain records which provide the following information for each effluent measurement or sample taken:

- the date, exact place, method and time of sampling or measurements;
- the individual who performed the sampling or measurements;
- the date the analysis was performed;
- the individual who performed the analysis;
- the analytical techniques or methods used; and

- the results of the analysis.

#### **5.1.4 Reporting of Monitoring Results**

The permittee shall use the following conventions when reporting effluent monitoring results:

- Pollutant concentrations less than the limit of detection shall be reported as < (less than) the value of the limit of detection. For example, if a substance is not detected at a detection limit of 0.1 mg/L, report the pollutant concentration as < 0.1 mg/L.
- Pollutant concentrations equal to or greater than the limit of detection, but less than the limit of quantitation, shall be reported and the limit of quantitation shall be specified.
- For purposes of calculating NR 101 fees, the 2 mg/l lower reporting limits for BOD<sub>5</sub> and Total Suspended Solids shall be considered to be limits of quantitation
- For the purposes of reporting a calculated result, average or a mass discharge value, the permittee may substitute a “0” (zero) for any pollutant concentration that is less than the limit of detection. However, if the effluent limitation is less than the limit of detection, the department may substitute a value other than zero for results less than the limit of detection, after considering the number of monitoring results that are greater than the limit of detection and if warranted when applying appropriate statistical techniques.
- If no discharge occurs through an outfall, flow related parameters (e.g. flow rate, hydraulic application rate, volume, etc.) should be reported as “0” (zero) at the required sample frequency specified for the outfall. For example: if the sample frequency is daily, “0” would be reported for any day during the month that no discharge occurred.

#### **5.1.5 Compliance Maintenance Annual Reports**

Compliance Maintenance Annual Reports (CMAR) shall be completed using information obtained over each calendar year regarding the wastewater conveyance and treatment system. The CMAR shall be submitted and certified by the permittee in accordance with ch. NR 208, Wis. Adm. Code, by June 30, each year on an electronic report form provided by the Department.

In the case of a publicly owned treatment works, a resolution shall be passed by the governing body and submitted as part of the CMAR, verifying its review of the report and providing responses as required. Private owners of wastewater treatment works are not required to pass a resolution; but they must provide an Owner Statement and responses as required, as part of the CMAR submittal.

The CMAR shall be certified electronically by a responsible executive or municipal officer, manager, partner or proprietor as specified in s. 283.37(3), Wis. Stats., or a duly authorized representative of the officer, manager, partner or proprietor that has been delegated signature authority pursuant to s. NR 205.07(1)(g)2, Wis. Adm. Code. The certification verifies that the electronic report is true, accurate and complete.

#### **5.1.6 Records Retention**

The permittee shall retain records of all monitoring information, including all calibration and maintenance records and all original strip chart recordings or electronic data records for continuous monitoring instrumentation, copies of all reports required by the permit, and records of all data used to complete the application for the permit for a period of at least 3 years from the date of the sample, measurement, report or application. All pertinent sludge information, including permit application information and other

documents specified in this permit or s. NR 204.06(9), Wis. Adm. Code shall be retained for a minimum of 5 years.

### **5.1.7 Other Information**

Where the permittee becomes aware that it failed to submit any relevant facts in a permit application or submitted incorrect information in a permit application or in any report to the Department, it shall promptly submit such facts or correct information to the Department.

### **5.1.8 Reporting Requirements – Alterations or Additions**

The permittee shall give notice to the Department as soon as possible of any planned physical alterations or additions to the permitted facility. Notice is only required when:

- The alteration or addition to the permitted facility may meet one of the criteria for determining whether a facility is a new source.
- The alteration or addition could significantly change the nature or increase the quantity of pollutants discharged. This notification requirement applies to pollutants which are not subject to effluent limitations in the existing permit.
- The alteration or addition results in a significant change in the permittee's sludge use or disposal practices, and such alteration, addition, or change may justify the application of permit conditions that are different from or absent in the existing permit, including notification of additional use of disposal sites not reported during the permit application process nor reported pursuant to an approved land application plan. Additional sites may not be used for the land application of sludge until department approval is received.

## **5.2 System Operating Requirements**

### **5.2.1 Noncompliance Reporting**

Sanitary sewer overflows and sewage treatment facility overflows shall be reported according to the 'Sanitary Sewer Overflows and Sewage Treatment Facility Overflows' section of this permit.

The permittee shall report the following types of noncompliance by a telephone call to the Department's regional office within 24 hours after becoming aware of the noncompliance:

- any noncompliance which may endanger health or the environment;
- any violation of an effluent limitation resulting from a bypass;
- any violation of an effluent limitation resulting from an upset; and
- any violation of a maximum discharge limitation for any of the pollutants listed by the Department in the permit, either for effluent or sludge.

A written report describing the noncompliance shall also be submitted to the Department's regional office within 5 days after the permittee becomes aware of the noncompliance. On a case-by-case basis, the Department may waive the requirement for submittal of a written report within 5 days and instruct the permittee to submit the written report with the next regularly scheduled monitoring report. In either case, the written report shall contain a description of the noncompliance and its cause; the period of noncompliance, including exact dates and times; the steps taken or planned to reduce, eliminate and prevent reoccurrence of the noncompliance; and if the noncompliance has not been corrected, the length of time it is expected to continue.

A scheduled bypass approved by the Department under the 'Scheduled Bypass' section of this permit shall not be subject to the reporting required under this section.

**NOTE:** Section 292.11(2)(a), Wisconsin Statutes, requires any person who possesses or controls a hazardous substance or who causes the discharge of a hazardous substance to notify the Department of Natural Resources **immediately** of any discharge not authorized by the permit. **The discharge of a hazardous substance that is not authorized by this permit or that violates this permit may be a hazardous substance spill. To report a hazardous substance spill, call DNR's 24-hour HOTLINE at 1-800-943-0003.**

### 5.2.2 Flow Meters

Flow meters shall be calibrated annually, as per s. NR 218.06, Wis. Adm. Code.

### 5.2.3 Raw Grit and Screenings

All raw grit and screenings shall be disposed of at a properly licensed solid waste facility or picked up by a licensed waste hauler. If the facility or hauler are located in Wisconsin, then they shall be licensed under chs. NR 500-555, Wis. Adm. Code.

### 5.2.4 Sludge Management

All sludge management activities shall be conducted in compliance with ch. NR 204 "Domestic Sewage Sludge Management", Wis. Adm. Code.

### 5.2.5 Prohibited Wastes

Under no circumstances may the introduction of wastes prohibited by s. NR 211.10, Wis. Adm. Code, be allowed into the waste treatment system. Prohibited wastes include those:

- which create a fire or explosion hazard in the treatment work;
- which will cause corrosive structural damage to the treatment work;
- solid or viscous substances in amounts which cause obstructions to the flow in sewers or interference with the proper operation of the treatment work;
- wastewaters at a flow rate or pollutant loading which are excessive over relatively short time periods so as to cause a loss of treatment efficiency; and
- changes in discharge volume or composition from contributing industries which overload the treatment works or cause a loss of treatment efficiency.

### 5.2.6 Bypass

This condition applies only to bypassing at a sewage treatment facility that is not a scheduled bypass, approved blending as a specific condition of this permit, a sewage treatment facility overflow or a controlled diversion as provided in the sections titled 'Scheduled Bypass', 'Blending' (if approved), 'SSO's and Sewage Treatment Facility Overflows' and 'Controlled Diversions' of this permit. Any other bypass at the sewage treatment facility is prohibited and the Department may take enforcement action against a permittee for such occurrences under s. 283.89, Wis. Stats. The Department may approve a bypass if the permittee demonstrates all the following conditions apply:

- The bypass was unavoidable to prevent loss of life, personal injury, or severe property damage;
- There were no feasible alternatives to the bypass, such as the use of auxiliary treatment facilities or adequate back-up equipment, retention of untreated wastes, reduction of inflow and infiltration, or maintenance during normal periods of equipment downtime. This condition is not satisfied if adequate back-up equipment should have been installed in the

exercise of reasonable engineering judgment to prevent a bypass which occurred during normal periods of equipment downtime or preventative maintenance. When evaluating feasibility of alternatives, the department may consider factors such as technical achievability, costs and affordability of implementation and risks to public health, the environment and, where the permittee is a municipality, the welfare of the community served; and

- The bypass was reported in accordance with the Noncompliance Reporting section of this permit.

### **5.2.7 Scheduled Bypass**

Whenever the permittee anticipates the need to bypass for purposes of efficient operations and maintenance and the permittee may not meet the conditions for controlled diversions in the 'Controlled Diversions' section of this permit, the permittee shall obtain prior written approval from the Department for the scheduled bypass. A permittee's written request for Department approval of a scheduled bypass shall demonstrate that the conditions for bypassing specified in the above section titled 'Bypass' are met and include the proposed date and reason for the bypass, estimated volume and duration of the bypass, alternatives to bypassing and measures to mitigate environmental harm caused by the bypass. The department may require the permittee to provide public notification for a scheduled bypass if it is determined there is significant public interest in the proposed action and may recommend mitigation measures to minimize the impact of such bypass.

### **5.2.8 Controlled Diversions**

Controlled diversions are allowed only when necessary for essential maintenance to assure efficient operation. Sewage treatment facilities that have multiple treatment units to treat variable or seasonal loading conditions may shut down redundant treatment units when necessary for efficient operation. The following requirements shall be met during controlled diversions:

- Effluent from the sewage treatment facility shall meet the effluent limitations established in the permit. Wastewater that is diverted around a treatment unit or treatment process during a controlled diversion shall be recombined with wastewater that is not diverted prior to the effluent sampling location and prior to effluent discharge;
- A controlled diversion does not include blending as defined in s. NR 210.03(2e), Wis. Adm. Code, and as may only be approved under s. NR 210.12. A controlled diversion may not occur during periods of excessive flow or other abnormal wastewater characteristics;
- A controlled diversion may not result in a wastewater treatment facility overflow; and
- All instances of controlled diversions shall be documented in sewage treatment facility records and such records shall be available to the department on request.

### **5.2.9 Proper Operation and Maintenance**

The permittee shall at all times properly operate and maintain all facilities and systems of treatment and control which are installed or used by the permittee to achieve compliance with the conditions of this permit. Proper operation and maintenance includes effective performance, adequate funding, adequate operator staffing and training as required in ch. NR 114, Wis. Adm. Code, and adequate laboratory and process controls, including appropriate quality assurance procedures. This provision requires the operation of back-up or auxiliary facilities or similar systems only when necessary to achieve compliance with the conditions of the permit.

### **5.2.10 Operator Certification**

The wastewater treatment facility shall be under the direct supervision of a state certified operator. In accordance with s. NR 114.53, Wis. Adm. Code, every WPDES permitted treatment plant shall have a designated operator-in-charge holding a current and valid certificate. The designated operator-in-charge shall be certified at the level and in all subclasses of the treatment plant, except laboratory. Treatment plant owners shall notify the department of any changes in the operator-in-charge within 30 days. Note that s. NR 114.52(22), Wis. Adm. Code, lists types of facilities that are excluded from operator certification requirements (i.e. private sewage systems, pretreatment facilities discharging to public sewers, industrial wastewater treatment that consists solely of land disposal, agricultural digesters and concentrated aquatic production facilities with no biological treatment).

## **5.3 Sewage Collection Systems**

### **5.3.1 Sanitary Sewage Overflows and Sewage Treatment Facility Overflows**

#### **5.3.1.1 Overflows Prohibited**

Any overflow or discharge of wastewater from the sewage collection system or at the sewage treatment facility, other than from permitted outfalls, is prohibited. The permittee shall provide information on whether any of the following conditions existed when an overflow occurred:

- The sanitary sewer overflow or sewage treatment facility overflow was unavoidable to prevent loss of life, personal injury or severe property damage;
- There were no feasible alternatives to the sanitary sewer overflow or sewage treatment facility overflow such as the use of auxiliary treatment facilities or adequate back-up equipment, retention of untreated wastes, reduction of inflow and infiltration, or preventative maintenance activities;
- The sanitary sewer overflow or the sewage treatment facility overflow was caused by unusual or severe weather related conditions such as large or successive precipitation events, snowmelt, saturated soil conditions, or severe weather occurring in the area served by the sewage collection system or sewage treatment facility; and
- The sanitary sewer overflow or the sewage treatment facility overflow was unintentional, temporary, and caused by an accident or other factors beyond the reasonable control of the permittee.

#### **5.3.1.2 Permittee Response to Overflows**

Whenever a sanitary sewer overflow or sewage treatment facility overflow occurs, the permittee shall take all feasible steps to control or limit the volume of untreated or partially treated wastewater discharged, and terminate the discharge as soon as practicable. Remedial actions, including those in NR 210.21 (3), Wis. Adm. Code, shall be implemented consistent with an emergency response plan developed under the CMOM program.

#### **5.3.1.3 Permittee Reporting**

Permittees shall report all sanitary sewer overflows and sewage treatment overflows as follows:

- The permittee shall notify the department by telephone, fax or email as soon as practicable, but no later than 24 hours from the time the permittee becomes aware of the overflow;
- The permittee shall, no later than five days from the time the permittee becomes aware of the overflow, provide to the department the information identified in this paragraph using department form number 3400-184. If an overflow lasts for more than five days, an initial report shall be submitted within 5 days as required in this paragraph and an

updated report submitted following cessation of the overflow. At a minimum, the following information shall be included in the report:

- The date and location of the overflow;
- The surface water to which the discharge occurred, if any;
- The duration of the overflow and an estimate of the volume of the overflow;
- A description of the sewer system or treatment facility component from which the discharge occurred such as manhole, lift station, constructed overflow pipe, or crack or other opening in a pipe;
- The estimated date and time when the overflow began and stopped or will be stopped;
- The cause or suspected cause of the overflow including, if appropriate, precipitation, runoff conditions, areas of flooding, soil moisture and other relevant information;
- Steps taken or planned to reduce, eliminate and prevent reoccurrence of the overflow and a schedule of major milestones for those steps;
- A description of the actual or potential for human exposure and contact with the wastewater from the overflow;
- Steps taken or planned to mitigate the impacts of the overflow and a schedule of major milestones for those steps;
- To the extent known at the time of reporting, the number and location of building backups caused by excessive flow or other hydraulic constraints in the sewage collection system that occurred concurrently with the sanitary sewer overflow and that were within the same area of the sewage collection system as the sanitary sewer overflow; and
- The reason the overflow occurred or explanation of other contributing circumstances that resulted in the overflow event. This includes any information available including whether the overflow was unavoidable to prevent loss of life, personal injury, or severe property damage and whether there were feasible alternatives to the overflow.

**NOTE:** A copy of form 3400-184 for reporting sanitary sewer overflows and sewage treatment facility overflows may be obtained from the department or accessed on the department's web site at <http://dnr.wi.gov/topic/wastewater/SSOreport.html>. As indicated on the form, additional information may be submitted to supplement the information required by the form.

- The permittee shall identify each specific location and each day on which a sanitary sewer overflow or sewage treatment facility overflow occurs as a discrete sanitary sewer overflow or sewage treatment facility overflow occurrence. An occurrence may be more than one day if the circumstances causing the sanitary sewer overflow or sewage treatment facility overflow results in a discharge duration of greater than 24 hours. If there is a stop and restart of the overflow at the same location within 24 hours and the overflow is caused by the same circumstance, it may be reported as one occurrence. Sanitary sewer overflow occurrences at a specific location that are separated by more than 24 hours shall be reported as separate occurrences; and
- A permittee that is required to submit wastewater discharge monitoring reports under NR 205.07 (1) (r) shall also report all sanitary sewer overflows and sewage treatment facility overflows on that report.

#### **5.3.1.4 Public Notification**

The permittee shall notify the public of any sanitary sewer and sewage treatment facility overflows consistent with its emergency response plan required under the CMOM (Capacity, Management, Operation and Maintenance) section of this permit and s. NR 210.23 (4) (f), Wis. Adm. Code. Such public notification shall occur promptly following any overflow event using the most effective and



efficient communications available in the community. At minimum, a daily newspaper of general circulation in the county(s) and municipality whose waters may be affected by the overflow shall be notified by written or electronic communication.

### **5.3.2 Capacity, Management, Operation and Maintenance (CMOM) Program**

- The permittee shall have written documentation of the Capacity, Management, Operation and Maintenance (CMOM) program components in accordance with s. NR 210.23(4), Wis. Adm. Code. Such documentation shall be available for Department review upon request. The Department may request that the permittee provide this documentation or prepare a summary of the permittee's CMOM program at the time of application for reissuance of the WPDES permit.
- The permittee shall implement a CMOM program in accordance with s. NR 210.23, Wis. Adm. Code.
- The permittee shall at least annually conduct a self-audit of activities conducted under the permittee's CMOM program to ensure CMOM components are being implemented as necessary to meet the general standards of s. NR 210.23(3), Wis. Adm. Code.

### **5.3.3 Sewer Cleaning Debris and Materials**

All debris and material removed from cleaning sanitary sewers shall be managed to prevent nuisances, run-off, ground infiltration or prohibited discharges.

- Debris and solid waste shall be dewatered, dried and then disposed of at a licensed solid waste facility.
- Liquid waste from the cleaning and dewatering operations shall be collected and disposed of at a permitted wastewater treatment facility.
- Combination waste including liquid waste along with debris and solid waste may be disposed of at a licensed solid waste facility or wastewater treatment facility willing to accept the waste.

## **5.4 Land Treatment (Land Disposal) Requirements**

### **5.4.1 Application of NR 140 to Substances Discharged**

This permit does not authorize the permittee to discharge any substance in a concentration which would cause an applicable groundwater standard of ch. NR 140, Wis. Adm. Code, to be exceeded. The Department may seek a response under NR 140 if the permittee's discharge causes exceedance of an applicable groundwater standard for any substance, including substances not specifically limited or monitored under this permit

### **5.4.2 Appropriate Formulas for Land Treatment Calculations – Nitrogen & Chloride**

The permittee shall use the following formulas for nitrogen and chloride calculations.

#### **5.4.2.1 Nitrogen Formulas**

Total Nitrogen = Total Kjeldahl Nitrogen (mg/L) + [NO<sub>2</sub> + NO<sub>3</sub>] Nitrogen (mg/L)

Organic Nitrogen (mg/L) = Total Kjeldahl Nitrogen (mg/L) - Ammonia Nitrogen (mg/L)

#### **5.4.2.2 Annual Total Nitrogen per Cell or per Zone**

$$\frac{(\text{annual ave. concentration in mg/L}) (\text{tot. annual flow in million gallons per cell or zone}) (8.34)}{\text{acreage of cell or zone}} = \text{lbs/ac/yr}$$

#### **5.4.2.3 Annual Total Chloride per Cell or per Zone**

$$\frac{(\text{annual ave. concentration in mg/L}) (\text{tot. annual flow in million gallons per cell or zone}) (8.34)}{\text{acreage of cell or zone}} = \text{lbs/ac/yr}$$

#### **5.4.3 Toxic or Hazardous Pollutants**

The discharge of toxic or hazardous pollutants to land treatment systems is prohibited unless the applicant can demonstrate and the department determines that the discharge of such pollutants will be in such small quantities that no detrimental effect on groundwater or surface water will result pursuant to s. NR 206.07(2)(c), Wis. Adm. Code. The criteria used shall include but not be limited to the toxicity of the pollutant, capacity of the soil to remove the pollutant, degradability, usual or potential presence of the pollutant in the existing environment, method of application and all other relevant factors.

#### **5.4.4 Industrial Waste - Pretreatment Requirements**

Industrial waste discharges tributary to municipal land treatment systems shall be in compliance with the applicable pretreatment standards under ch. NR 211 Wis. Adm. Code pursuant to s. NR 206.07(2)(e), Wis. Adm. Code.

#### **5.4.5 Overflow**

Discharge to a land treatment system shall be limited so that the discharge and any precipitation which falls within the boundary of the disposal system during such discharge does not overflow the boundary of the system unless the WPDES permit authorizes collection and discharge of runoff to surface water pursuant to s. NR 206.07(2)(g), Wis. Adm. Code.

#### **5.4.6 Management Plan Requirements**

All land treatment systems shall be operated in accordance with an approved management plan. The management plan shall conform to the requirements of s. NR 110.25(3m), Wis. Adm. Code, per s. NR 206.07(2)(h), Wis. Adm. Code

### **5.5 Land Application Requirements**

#### **5.5.1 Sludge Management Program Standards And Requirements Based Upon Federally Promulgated Regulations**

In the event that new federal sludge standards or regulations are promulgated, the permittee shall comply with the new sludge requirements by the dates established in the regulations, if required by federal law, even if the permit has not yet been modified to incorporate the new federal regulations.

#### **5.5.2 General Sludge Management Information**

The General Sludge Management Form 3400-48 shall be completed and submitted prior to any significant sludge management changes.

### **5.5.3 Sludge Samples**

All sludge samples shall be collected at a point and in a manner which will yield sample results which are representative of the sludge being tested, and collected at the time which is appropriate for the specific test.

### **5.5.4 Land Application Characteristic Report**

Each report shall consist of a Characteristic Form 3400-49 and Lab Report. The Characteristic Report Form 3400-49 shall be submitted electronically by January 31 following each year of analysis.

Following submittal of the electronic Characteristic Report Form 3400-49, this form shall be certified electronically via the 'eReport Certify' page by a responsible executive or municipal officer, manager, partner or proprietor as specified in s. 283.37(3), Wis. Stats., or a duly authorized representative of the officer, manager, partner or proprietor that has been delegated signature authority pursuant to s. NR 205.07(1)(g)2, Wis. Adm. Code. The 'eReport Certify' page certifies that the electronic report is true, accurate and complete. The Lab Report must be sent directly to the facility's DNR sludge representative or basin engineer unless approval for not submitting the lab reports has been given.

The permittee shall use the following convention when reporting sludge monitoring results: Pollutant concentrations less than the limit of detection shall be reported as < (less than) the value of the limit of detection. For example, if a substance is not detected at a detection limit of 1.0 mg/kg, report the pollutant concentration as < 1.0 mg/kg .

All results shall be reported on a dry weight basis.

### **5.5.5 Calculation of Water Extractable Phosphorus**

When sludge analysis for Water Extractable Phosphorus is required by this permit, the permittee shall use the following formula to calculate and report Water Extractable Phosphorus:

Water Extractable Phosphorus (% of Total P) =

$$[\text{Water Extractable Phosphorus (mg/kg, dry wt)} \div \text{Total Phosphorus (mg/kg, dry wt)}] \times 100$$

### **5.5.6 Annual Land Application Report**

Land Application Report Form 3400-55 shall be submitted electronically by January 31, each year whether or not non-exceptional quality sludge is land applied. Non-exceptional quality sludge is defined in s. NR 204.07(4), Wis. Adm. Code. Following submittal of the electronic Annual Land Application Report Form 3400-55, this form shall be certified electronically via the 'eReport Certify' page by a responsible executive or municipal officer, manager, partner or proprietor as specified in s. 283.37(3), Wis. Stats., or a duly authorized representative of the officer, manager, partner or proprietor that has been delegated signature authority pursuant to s. NR 205.07(1)(g)2, Wis. Adm. Code. The 'eReport Certify' page certifies that the electronic report form is true, accurate and complete.

### **5.5.7 Other Methods of Disposal or Distribution Report**

The permittee shall submit electronically the Other Methods of Disposal or Distribution Report Form 3400-52 by January 31, each year whether or not sludge is hauled, landfilled, incinerated, or exceptional quality sludge is distributed or land applied. Following submittal of the electronic Report Form 3400-52, this form shall be certified electronically via the 'eReport Certify' page by a responsible executive or municipal officer, manager, partner or proprietor as specified in s. 283.37(3), Wis. Stats., or a duly authorized representative of the officer, manager, partner or proprietor that has been delegated signature authority pursuant to s. NR 205.07(1)(g)2, Wis. Adm. Code. The 'eReport Certify' page certifies that the electronic report form is true, accurate and complete.

### **5.5.8 Approval to Land Apply**

Bulk non-exceptional quality sludge as defined in s. NR 204.07(4), Wis. Adm. Code, may not be applied to land without a written approval letter or Form 3400-122 from the Department unless the Permittee has obtained permission from the Department to self approve sites in accordance with s. NR 204.06 (6), Wis. Adm. Code. Analysis of sludge characteristics is required prior to land application. Application on frozen or snow covered ground is restricted to the extent specified in s. NR 204.07(3) (l), Wis. Adm. Code.

### **5.5.9 Soil Analysis Requirements**

Each site requested for approval for land application must have the soil tested prior to use. Each approved site used for land application must subsequently be soil tested such that there is at least one valid soil test in the four years prior to land application. All soil sampling and submittal of information to the testing laboratory shall be done in accordance with UW Extension Bulletin A-2100. The testing shall be done by the UW Soils Lab in Madison or Marshfield, WI or at a lab approved by UW. The test results including the crop recommendations shall be submitted to the DNR contact listed for this permit, as they are available. Application rates shall be determined based on the crop nitrogen recommendations and with consideration for other sources of nitrogen applied to the site.

### **5.5.10 Land Application Site Evaluation**

For non-exceptional quality sludge, as defined in s. NR 204.07(4), Wis. Adm. Code, a Land Application Site Request Form 3400-053 shall be submitted to the Department for the proposed land application site. The Department will evaluate the proposed site for acceptability and will either approve or deny use of the proposed site. The permittee may obtain permission to approve their own sites in accordance with s. NR 204.06(6), Wis. Adm. Code.

## 6 Summary of Reports Due

FOR INFORMATIONAL PURPOSES ONLY

Description	Date	Page
Operator In Charge Proper Certification -Operator Certificaton & Notify the Department	September 30, 2022	6
Land Treatment Management Plan -Land Treatment Management Plan Submittal	March 31, 2025	6
Compliance Maintenance Annual Reports (CMAR)	by June 30, each year	8
General Sludge Management Form 3400-48	prior to any significant sludge management changes	15
Characteristic Form 3400-49 and Lab Report	by January 31 following each year of analysis	16
Land Application Report Form 3400-55	by January 31, each year whether or not non-exceptional quality sludge is land applied	16
Other Methods of Disposal or Distribution Report Form 3400-52	by January 31, each year whether or not sludge is hauled, landfilled, incinerated, or exceptional quality sludge is distributed or land applied	16
Wastewater Discharge Monitoring Report	no later than the date indicated on the form	7

Report forms shall be submitted electronically in accordance with the reporting requirements herein. Any facility plans or plans and specifications for municipal, industrial, industrial pretreatment and non industrial wastewater systems shall be submitted to the Bureau of Water Quality, P.O. Box 7921, Madison, WI 53707-7921. All other submittals required by this permit shall be submitted to: Northeast Region - Oshkosh, 625 E. CTY RD Y, Suite 700, Oshkosh, WI 54901